

EEO  
OLD RECORD COPY

OLC 78-3659

21 DEC 1978

MEMORANDUM FOR: Administrative Officer, DCI  
FROM: Legislative Counsel  
SUBJECT: EEO Plan - Professional Representation

STAT 1. The Office of Legislative Counsel has exceeded the goal of 20% women within the professional staff. At this point in time, we have no black or hispanic professionals for which our goals would be  respectfully, expressed as a percentage of our professional strength.

2. At present, we are at our full staffing complement. However, if extra positions are made available for EEO purposes, we would be most happy to embark on a plan to personally identify and recruit qualified black and/or hispanic candidates therefor. Depending upon when we would receive the proper personnel authorization, we should be able to accomplish the recruitment goals within a two year time period.

151  
Frederick P. Hitz

Distribution:

Orig - Add'e

✓ 1 - OLC Subject

1 - OLC Chrono

OLC:RJK:hms (20 Dec 78)

RETYPED:LLM:ndl (20 Dec 78)

PLC copy

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PLC:

I attended a meeting with [redacted]  
on this in your absence - the only thing  
that developed was to advise us that  
the requirement in para 2 covers a  
2 year period and that we can go "over  
strength" in order to get to this goal.

I now turn it over to you.

Joan

LLM/Joan

I can't do anything until  
I know what our "strength" is,  
nor do I know where the  
women and minorities would  
fit in our organization.  
Give me some specifics and  
I'll take it from there.

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21 November 1978

MEMORANDUM FOR: Inspector General  
Comptroller  
Legislative Counsel  
General Counsel  
Director, Public Affairs

FROM :   
Administrative Officer, DCI

SUBJECT : EEO Plan - Professional Representation

1. As you know, the Deputy Director has approved the establishment of specific goals for each Agency component or career service which will assure a significant increase in the professional representation of women and minorities within the professional staff of the CIA. His instructions require the submission of a detailed plan whose objective is to achieve a minimum professional representation level of 20% women, 5% black and 2% hispanic within each career service.

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2. In accordance with the requirements of the Director, Equal Employment Opportunity, it is requested that each office submit to the AO/DCI, by 15 December, its plan for achieving the DDCI's goals. The plan should provide in specific detail the following information:

- A. The number of women, blacks and hispanics who need to be recruited to achieve the "20-5-2" goals.
- B. The job categories in which the recruitment effort will be focused.
- C. Potential sources of recruits (external, internal, upward mobility, clerical conversions, etc.)

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- D. Specific actions to be taken by the office to explore these sources.
- E. Problems anticipated, timetables and methods to be used to measure progress including redirection of effort if results so justify.

3. Above all it is necessary to delineate specific actions which the office is committing itself to take to attempt to reach these goals. Merely relying upon the placement of recruitment requests with the Office of Personnel and awaiting returns will probably not be considered adequate effort. I believe the DDCI expects the personal attention and involvement of the head of the office in achieving these goals over a one or two year time frame. Hopefully the plan will reflect this involvement.



Administrative Officer, DCI

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- 1 Area of Concern: Organization and Resources
- 1.1 Problem Statement: The EEO Program lacks the resources for effective implementation of equal opportunity and Affirmative Action throughout the Agency and for the assurance that the Agency is in full compliance with applicable guidelines and regulations.
- 1.1.3 Objective: To ensure that components satisfy their responsibility to properly select, evaluate and provide training for EEO Officers

	<u>Action</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.1.3.3	Review the qualifications and assess the performance of all component EEO Officers to ensure that they meet the requirements of the Office of EEO guidelines on EEO Officers and effect changes as necessary.	DDA/ DDS&T, DDO, D/NFAC, Chairman, Executive Career Service	3-31-79

3 Area of Concern: Recruitment

3.1 Problem Statement: Minorities and women generally are under-represented in the Agency's total professional and technical workforce.

3.1.1 Objective: To have a reasonably representative professional work force; that is, an Agency work force that, viewed vertically through all grades and horizontally through all components, reflects the minority and female skills and talents available in the national workforce.

	<u>Action</u>	<u>Responsible Official</u>	<u>Target Date</u>
3.1.1.1	As a reasonable first step, develop and submit to the D/EEO for DDCI approval a directorate plan establishing a goal to increase the number of minority and women professional employees to a minimum directorate workforce of 20% women, 5% black and 2% hispanic. The plan shall have particular provisions for sub-directorate components with no minority or women professional employees. The plan shall include the time frame estimated to accomplish these goals; the procedures to be employed; the responsible officials; and any other information necessary to determined accomplishment and DDCI assessment.	DDA, DDO, DDS&T D/NFAC, Chairman, Executive Career Service	12-31-78 (to D/EEO) 3-31-79 (to DDCI)

5 Area of Concern: Upward Mobility

5.2 Problem Statement: Upward Mobility Opportunities are not available to all eligible employees.

5.2.1 Objective: To have an Upward Mobility program in each directorate-level element to which all eligible employees may apply

	<u>Action</u>	<u>Responsible Official</u>	<u>Target Date</u>
5.2.1.1	Plan and implement Upward Mobility programs in the Operations Directorate and DCI Area where none exist.	DDO, Chairman, Executive Career Service	7-1-79

- 6 Area of Concern: Supervisory and Management Commitment
- 6.1 Problem Statement: Not all managers and supervisors adequately satisfy their responsibilities to assure equity and fairness and to support Affirmative Action efforts.
- 6.1.1 Objective: To have a management and supervisory corps trained in the conduct of its responsibilities and accountable for those responsibilities.

	<u>Action</u>	<u>Responsible Official</u>	<u>Target Date</u>
6.1.1.1	Schedule all newly assigned supervisors and managers for the Management for Equality of Opportunity (MEO) Course. Continue to encourage all current supervisors and managers to enroll.	DDA, DDO, DDS&T, D/NFAC, Heads of Independent offices, DD/RM, DD/CT	On-going
6.1.1.6	Certify in directorate EEO quarterly reports that EEO and Affirmative Action responsibilities have been included in the specific duties assigned to each manager and supervisor.	DDA, DDO, DDS&T, D/NFAC, Chairman, Executive Career Service	Quarterly
6.1.1.7	Revise Letters of Instruction of directorate managers and supervisors to include their responsibilities to equal opportunity and Affirmative Action.	DDA, DDO, DDS&T, D/NFAC, Chairman, Executive Career Service, DD/RM, DD/CT	9-30-79



20 DEC 1978

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TO : Mr. Hitz /		DATE OF REQUEST	
FROM : RJK		SUSPENSE DATE	
SUBJECT: Memo to AO/DCI re EEO Plan - Professional Representation			
<p><i>signed 12/21/78</i></p> <p><i>[Signature]</i></p>			
NOTES			
COORDINATED WITH (list names as well as offices)			
NAME	OFFICE	DATE	
NAME	OFFICE	DATE	
NAME	OFFICE	DATE	
NAME	OFFICE	DATE	
ACTION REQUIRED BY <del>XXX</del> FPII			
Signature on memo			

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